OS-1241X-87

	OUTING	AND	RECORI	D SHEET				
SUBJECT: (Optional) 1987 Annual Report to the	Informati	ion Sec	urity Ov	versight Office (ISOO)				
	Till Utiliat.	1011 360		rersignt office (1500)				
FROM:		EXTENSION	NO.					
Agency Security Class	ificațion	er	DATE					
826 Ames Building TO: (Officer designation, room number, and	DAT	25	100					
building)	<del> </del>	FORWARDED	OFFICER'S	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)				
1.	260	(۲)		·				
Executive Officer  2Office of Security (OS)								
5(1100 5) SSSQ110, (65)				Attached is SF 311, Agency				
3.				Information Security Program Data, which we are				
				required to submit to the				
OS/Information Management	Officer			Information Security Oversight Office each year. In order to complete				
			<del></del>	the report, we need your				
				input to Sections 10 and ll. The reporting period				
6.				is 1 October 1986 - 30 September 1987.				
				Please complete the above				
7.				cited sections and return to me as soon as possible				
				but not later than 12				
8.				OctoberThank you.				
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FORM 610 USE PREVIOUS

★ U.S. Government Printing Office: 1985-494-834/49156

AGENCY INFORMATION SECURITY PROGRAM DATA 2. DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT			1. PERIOD COVERED						CONT	RAGENCY REPORTED		
			A. FR	A. FROM B. TO					7			
									1	0230-GSA-AN		
			3. CONTACT FOR ADDITIONAL INFORMATION (Name, office and telephone no.)									
. SENIOR OFFICIA	L (Section 5.3, E.O.	12356)										
		5. NUMBER C	FORIGI	NAL CI	ASSIF	ICATIO	N AUT	HORIT	IES			
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		6. ADDI	TIONAL	DECLA				ORITIE				
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				ORI	GINAL				$\neg \uparrow$			
7. CLASSIFICATION DECISIONS		DATE OR EVENT			1 0	ORIGINATING AGENCY'S DETERMINATION REQUIRED (O.A.D.R.)				DERIVATIVE		
		(a)			-	(b)				(c)		
A. TOP SECRET							<del></del>		_			
3. SECRET	<u></u>				<u> </u>				1		·	
C. CONFIDENTIA	AL.				.							
8. MANDA-		CASES F	OR WHIC	H AGE		ICY IS RESPONSIBLE FOR FINAL DECIS						
TORY CASES		NEW				DECLASSIFICATION DECISIONS (Report in cases, documents, and pages)						CASES CARRIED
REVIEW REQUESTS	OVER FROM PREVIOUS	CASES RECEIVED	D GRANTED IN F		FULL	ULL GRANTED IN PART				DENIED		OVER TO NEXT
AND PERIOD		·		(c)				(d)		(e)		PERIOD
APPEALS	(a)	(b)	CASES	DOCS.	PAGES	CASES	DOCS.	PAGES	CASES	DOCS.	PAGES	(f)
A. REQUESTS						!						
B. APPEALS												
9. S	YSTEMATIC RE		CLASSIFI		N (In po	iges)		10.	SURVE	R OF FC 'S, OR F	ROGRA	INSPECTIONS, AM REVIEWS
T. REVIEWED												
		11. N B. UNDERCLAS			IC. CL	RACTIONS INVOLVING:  C. CLASSIFICATION WITHOUT AUTHORITY			JT	D. MISMARKING		
						<u></u>						OT1155 (-)
E. IMPROPER DESTRUCTION	F, UNAUTH	G.	IMPROPEF STORAGE			H. IMPROPER REPRODUCTION			I. IMPROPER TRANSMISSION		J. OTHER (Elabora under Item 12)	

## INSTRUCTIONS

## I. GENERAL

This reporting requirement applies to each department, idependent agency or establishment in the executive branch that creates, handles, and/or stores national security information. The reporting period is on a fiscal year basis, except for the reporting period of August 1, 1982 through September 30, 1983. Submissions must be unclassified and typewritten, and reach ISOO no later than October 31 following the reporting period. Consolidate the submissions of component activities into a single report. Agencies, however, shall retain the input from component activites for possible ISOO review.

## II. SPECIFIC

Item 5. Enter the number of "Top Secret," "Secret," and "Confidential," original classifiers. Enter only the highest level authorized; i.e., enter the number of individuals with "Top Secret" authority in boxes A and D, only; "Secret" authorities in boxes B and D, only; and, "Confidential" authorities in boxes C and D, only.

<u>Item 6.</u> See instructions provided for completing Item 5, above. This entry seeks the number of additional declassification authorities, excluding those original classifiers listed in Item 5.

Item 7. Enter the actual number of original classification decisions made during the reporting period, breaking these down by the classification level and the type of declassification instruction assigned. Enter the actual count of derivative classification decisions by classification level. Do not count reproductions or copies as classification decisions. Agencies that generate a high volume of classification decisions may request, in writing, authorization from the ISOO Director to use sampling methods in lieu of an actual count. Sampling methods already approved may continue in effect until revised.

Item 8. Enter the number of mandatory review requests and appeals carried over from the previous reporting period, new ones received, actions taken on them, and the number of requests carried over to the next reporting period. For purposes of this report: "Case" means an individual mandatory review request or appeal, regardless of the number of requesters cited in the request or the number of documents or pages to be reviewed as a result of the request; "document" means recorded information, regardless of physical format, that has been created or reproduced as an integrated and complete unit; and, "page" means one side or face of recorded information.

Item 9. Enter in box A the number of pages in the agency's custody systematically reviewed for declassification and in box B the number of pages declassified as a result of the review.

Item 10. For purposes of this report, an "inspection, survey, or program review" means any formal, internal evaluation of any aspect of the agency's information security program.

Item 11. An infraction is any error and/or impropriety in marking, destroying, handling, reproducing, transmitting, gaining or granting access to or storing classified information. Enter in the appropriate box the number of infractions revealed or detected during the reporting period. Do not include those violations that must be reported to the ISOO Director under section 5.4(b) of the Order.